



To: City of Tempe - Health Care Plan Flexible Benefits Participants

Below are instructions to log into the new online Flexible Benefits Plan account inquiry. This new online feature is a password protected web site, where you can keep up with various benefit news, including your year-to-date claims and payments. To log in to *myRSC* for the first time, follow the steps below:

1. Go to http://www.sheakley.com/Flexible_Benefits/Resource_Center.asp.
2. Click on MyRSC Login.
3. Click on Register.
4. Click on Sheakley Uniservice, Inc. Temporary Login ID and Employer Code.
5. Enter your SSN (no dashes or spaces) in the Login ID field and click **CONTINUE**.
6. Enter 95681101 in the Employer Code field.
7. Enter your email address.
8. Reenter your email address.
9. Click **SEND E-MAIL**.
10. You will receive an e-mail with a password, usually within 15 minutes.
11. Return to www.myRSC.com, enter your SSN (again no dashes or spaces) in the Login field and the e-mailed password in the Password field, and click **LOG IN**.

Once you have logged in, you will be asked to enter a login ID of your choice.

1. Enter a login ID of your choice that is at least 6 but not more than 100 characters in length. Note: Since Social Security Numbers are no longer used as the login ID, the login ID you create may not be 9 characters in length.
2. Select an existing e-mail address or enter a new one to be used to e-mail forgotten passwords.
3. Enter a secret question or use a predefined secret question to prompt your memory of your password.
4. Enter the answer to the secret question.
5. Click **SUBMIT**.
6. Click the continue link.
7. Enter a new password in the New Password field.
8. Re-enter the password in the Confirm New Password field.
9. Click **CHANGE PASSWORD**.
10. You are now logged into *myRSC*.

If you have any questions, please call our Customer Service Department at 800-877-6630.